



Washington
State Department of
Agriculture

FOOD SAFETY PROGRAM

PO BOX 42560, OLYMPIA, WASHINGTON 98504-2560
Phone: 360-902-1876 Email: foodsafety@agr.wa.gov



WSDA Food Processing Plant Licensed! Now What?



Congratulations, you passed your licensing inspection!

Your Food Processing Plant license will be emailed to you soon. Use your passing inspection report as proof of licensing until you receive your official license.



All subsequent inspections are unannounced visits and will occur based on the risk of your food product. Be prepared by following Good Manufacturing Practicess (GMPs) summarized on the inspection criteria guide. ([https://cms.agr.wa.gov/WSDAKentico/Documents/FSCS/Food Safety/067-ConsProtCriteria-GMPs.pdf](https://cms.agr.wa.gov/WSDAKentico/Documents/FSCS/Food%20Safety/067-ConsProtCriteria-GMPs.pdf)). Ask your inspector about your product's risk level.



Your Food Processing Plant license expires every year on June 30th. A license renewal form will be emailed to your address on file. It is your responsibility to renew your license prior to June 30th. If you have not received a renewal form by the start of June, reach out to the Olympia office. To continue processing legally and to avoid late fees, licenses must be renewed before June 30th.



The Food Processing Plant License is non-transferable. If you sell your business, the new owners must apply for a new Food Processing Plant license (agr.wa.gov/departments/food-safety/food-safety/food-processors).

If you move to a new location, you must apply for a new license for the new facility location. Please notify your licensing inspector or the Olympia office if you sell your business or move to a new location.



If you want to add another category of food products different from the products specified on your license, submit a License Amendment Form (<https://cms.agr.wa.gov/WSDAKentico/Documents/Forms/2092-Amend-Food-License-Or-Permit-Rev-3-2018.pdf>) to the Olympia office. The new food product can be made and sold only after WSDA approval.



Keep your contact information (email and phone number) and processing hours up to date. Notify your inspector or the Olympia office of any major changes. WSDA sends license renewal reminders, important industry updates, and compliance communications to the email address we have on file.



Review your ingredient labels periodically as some manufacturers may reformulate their products without notification and whenever you change ingredient sources. Ensure any changes made to those ingredient statements are updated onto your finished product food label's ingredient statement.



Check your finished product food labels frequently to ensure all major food allergens used in each product are identified. See Major Food Allergens Label Guidelines. https://cms.agr.wa.gov/WSDAKentico/Documents/Pubs/AGR-603-10004-LabelingMajorFoodAllergens_N524.pdf



For very small businesses, if you use a private water supply (well, spring, other), you must ensure a satisfactory bacteriological (coliform) water analysis is performed every 12 months. If you use water in your food product, a satisfactory Nitrate test is also required every three years. Contact your local health department or WA Department of Health Office of Drinking Water for further requirements or questions.



Register your business with FDA as a Food Facility. Search 'Food Facility Registration' at FDA.gov to register your business. If your business sells food products directly to the end consumer as its main source of revenue (greater than 50% of sales), you do not need to register with FDA as a Food Facility.



Those businesses required to register with FDA as a Food Facility and whose annual gross sales are less than \$1.2 million are required to complete an FDA Qualified Facility Attestation after registering as an FDA Food Facility. The \$1.2 million figure is adjusted each year for inflation.

Those businesses not required to register with FDA as a Food Facility do not need to complete the FDA's Qualified Facility Attestation.



If interested, you can request activation for a FoodPro account. FoodPro gives you 24/7 access to your license and recent inspection history. The system also makes it possible for you to renew and pay for your license renewals online. Requests should be sent to fsfoodpro@agr.wa.gov. Be sure to include your business name and client ID (found in upper right corner of your inspection report) when you request an account.



The Useful Links for Food Processors handout (<https://cms.agr.wa.gov/WSDAKentico/Documents/Pubs/10010-FoodProcessorUsefulWeblinksWithQR.pdf>) provides links to the application and amendment forms, guides on inspection criteria and Major Food Allergens, and the regulations you must follow as a food processor. Familiarize yourself with its content and share with a colleague.



It is your responsibility to make safe food. Train your employees in food safety principles and the importance of employee health and personal hygiene as it relates to their job. Keep a record of the employee training. It's required! Choose the training method that best fits your operation's needs. Options include: In house, Third Party, or Food Worker Card training.